

Defense Workforce Position Category Description (PCD)

Functional Area:	Business – Financial Management	Ref:
Short Title:	BUS-FM	(a) DoDD 5000.52 dtd 12 Jan 2005
Category Code:	TBD	(b) DoDI 5000.66 dtd 27 Jul 2017
Date Approved:	21 Jan 2021	(c) DoD Defense Acquisition Workforce Program Desk Guide dtd
Last Reviewed:	21 Jan 2021	20 Jul 2017

Notes:

1. This PCD is intended to assist in determining which functional area to assign to a Defense acquisition position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the “General Acquisition-Related Duties” described below AND the preponderance of those duties match the “Functional Area Specific Duties” described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Positions (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to tenure and other specific statutory requirements. See reference (a, b and c).
4. Billets identified requiring Expert certification are intended to align with 6 yrs. acquisition leadership billets within an acquisition major program office, PEO, or Service/Component/Headquarters/equivalent level. Example: Acquisition FM Competency Lead at HQ/Secretariat or equivalent or Major/System Command or equivalent org, Acquisition BUS-FM Program Lead on ACAT I/II or Business System Category I, Acquisition BUS-FM Lead at PEO, etc.

General Acquisition Related Duties: The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

Functional Area Specific Duties:

- Manage financial aspects of a defense acquisition program throughout the total acquisition lifecycle
- Provide fiscal advice to acquisition decision makers that align with the acquisition strategy.
- Perform a wide range of acquisition analytical technical, and advisory functions related to the budgetary process to include:
 - Translate acquisition program requirements into properly priced budget submissions to support POM/PB decisions
 - Developing and/or editing justification statement for request for multi-year and no-year appropriations
 - Presenting acquisition program budget estimates to fund-granting reviewing authorities
 - Briefing officials and responding to inquiries on acquisition program budget issues, provide reclaims to proposed budget adjustments and/or testimony to be given in formal budget hearings and testifying as an expert witness on behalf of the program
 - Providing expert fiscal life-cycle advice to program and financial management officials of the employing agency
 - Oversee and/or develop acquisition budget policy
 - Develop spend plan by consulting with program manager to support program schedule and established targets
 - Recommend effective and efficient means of using program funds
- Interpret and apply acquisition Fiscal/Appropriation laws, policies and directives as they align with the acquisition strategy
- Align program requirements with finding and use performance indicators (e.g. EVM) to align with budget controls, and cost estimations data to facilitate tradeoff decisions by program managers
- Analyze and evaluate (on a quantities and qualitative basis) the effectiveness of line program operations in meeting established goals and objectives
- Prepare and review all program documentation to ensure financial information correlates with program objectives
- Anticipate and/or identify financial issues and their program implication and recommend adjustment and/or corrective actions based upon each particular acquisition phase and learned best practices
- Review contractor financial status/performance reports to assess proper execution of funds and alignment to program objectives.
- Analyze new or proposed legislation or regulations to determine impact on acquisition programs

Typical Line and Staff Position Titles: Financial Manager, Budget Analyst, Budget Officer, Management and Program Analyst, Financial Analyst.

Typical Position Locations: Acquisition organizations within the Service/Components, or Program Office (i.e., Systems Commands, Materiel Commands, DRPMs. PEOs, as well as organizations/field activities directly supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ or equivalent staff elements performing/supporting acquisition related functions.

Recommended Changes/Updates: Forward to: Site Director, Human Capital Initiatives 9820 Belvoir Road, Building Fort Belvoir, VA 22060 or call 703-805-4969.

Typical Career Codes:

Civilian Personnel		Uniformed Personnel			
OCC Series		Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
0301	0501	Not Identified	AKx	6F051 65F	3404
0343	0560		BYC	6F071 65W	8844

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